**State of Vermont**
**Agency of Commerce & Community Development|**
**Department of Housing & Community Development**

# REQUEST FOR PROPOSALS

***FOR***

## Electric Vehicle Supply Equipment (EVSE) Program

# FAST CHARGING VERMONT'S HIGHWAY CORRIDORS

January 2020

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**Appendices:**

**SECTION 1 –RFP INFORMATION AND INSTRUCTIONS**

THE STATE WILL MAKE NO ATTEMPT TO CONTACT VENDORS WITH UPDATED INFORMATION. IT IS THE RESPONSIBILITY OF EACH VENDOR TO PERIODICALLY CHECK https://accd.vermont.gov/community-development/funding-incentives/electric-vehicle-supply-equipment-evse-grant-program FOR ANY AND ALL NOTIFICATIONS, RELEASES AND AMENDMENTS ASSOCIATED WITH THE RFP.

**1.1 Title and Purpose**

**Title: Vermont Electric Vehicle Fast Charging on Highway Corridors**

**Purpose:** The Vermont Department of Housing and Community Development (DHCD) seeks a qualified applicant to provide Direct Current Fast Charging (DCFC) and Level 2 electric vehicle (EV) charging stations and associated operations, maintenance, and management services for a seven-year period.

**1.2 Designated Contact Person for this RFP**

Sharon Welch
Agency of Commerce & Community Development
1 National Life Drive, 6th Floor Davis Building
Montpelier, VT 05620
Phone: (802) 828-5678
Email: Sharon.welch@vermont.gov

**1.3**

| Schedule of Key RFP Events | Date/Deadline |
|---|---|
| RFP Issued | January 7, 2020 |
| Mandatory Applicant Meeting | January 24, 2020 10:00am – Noon* |
| Questions Due | January 31, 2020 by 4:30 PM |
| Proposals Due | April 1, 2020 by 4:30 PM |
| Anticipated Award Date | May 2020 |

* 1 National Life Drive, Dewey Building Conference Room, Montpelier, VT 05620

**1.4 Questions**

**Questions regarding this RFP must be submitted in writing by email to the State point of contact identified in section 1.2 by the date and time specified in Section 1.3 of this RFP.** The subject line of the email must read: RFP-EVSE Questions. Responses to questions will be posted at https://accd.vermont.gov/community-development/funding-incentives/electric-vehicle-supply-equipment-evse-grant-program

**1.5 Proposal Submittal Deadline**

Proposals must be received at DHCD office by the due date and time specified in section 1.3. Any proposal received after the deadline will not be considered. Proposals must be complete when submitted; changes or additions will not be accepted after the specified due date and time, except for any clarifications requested of applicants by DHCD. Each applicant is responsible for ensuring the timely receipt of its proposal. Further details regarding proposal requirements are provided in section 5 of this RFP.

### 1.6 Cost of Proposal Preparation

Costs incurred in the preparation of any proposal in response to this RFP are the sole responsibility of the applicant.

### 1.7 Anticipated Grant Term

The anticipated term of the grant is from the grant executed date to seven years from the end date of the grant agreement.

### 1.8 Grant Award

DHCD will notify all applicants of the grant award decision by email. The anticipated award date is specified in section 1.3. DHCD reserves the right to negotiate the final terms and conditions of the grant award with a winning applicant whose proposal is selected by Electric Vehicle Supply Equipment (EVSE) Interagency Workgroup, and to reject any winning applicant with whom EVSE Interagency Workgroup cannot agree to terms and conditions meeting the State's needs, in the EVSE Interagency Workgroup's sole judgment.

### 1.9 Standard Terms and Conditions for State Grants

The selected applicant will be required to enter into a grant agreement with the State of Vermont. The Agreement will include a timeline for completion of the work, scope of work, certain deliverables that must be completed prior to funds being provided to the grantee, payment provisions, and other conditions specific to the project. Applicants should carefully review the standard grant terms and conditions, see link below, that will also be included in the grant agreement.

https://bgs.vermont.gov/sites/bgs/files/files/purchasing-contracting/pcard/ATTACHMENT%20C%20-%20rev%20Dec%202017%20CLEAN.docx

## SECTION 2 – BACKGROUND INFORMATION

### 2.1 EVSE Grant Program

The EVSE Grant Program is administered by Vermont Department of Housing & Community Development (DHCD) in coordination with the Electric Vehicle Supply Equipment (EVSE) Interagency Workgroup including representatives from the Vermont Department of Environmental Conservation (DEC), the Vermont Public Service Department (PSD), the Vermont Department of Health (VDH), and the Vermont Agency of Transportation (VTrans). General information about the program is available at https://accd.vermont.gov/community-development/funding-incentives/electric-vehicle-supply-equipment-evse-grant-program

### 2.2 Background and Context

The State of Vermont wishes to expand the statewide network of electric vehicle charging stations (also called Electric Vehicle Supply Equipment, or EVSE) in accordance with the Vermont Beneficiary Mitigation Plan of the Volkswagen Environmental Mitigation Trust with a specific focus in this round of grant funding on Direct Current

Fast Charging (DCFC) stations.

Up to $2,034,094 is available to install DCFC and Level 2 equipment within specified priority communities in Vermont. This figure consists of $1,748,781 of VW settlement funds plus $281,494 in state funds for park and ride facilities. Qualified grantee costs will be reimbursed after installation of each of the EVSE projects is completed and required documentation is complete. The availability of this funding is contingent upon the Trustee's approval of funding requests made by the Agency of Natural Resources (ANR) and the subsequent transfer of funds.

The Department of Housing and Community Development (DHCD) will administer funds dedicated to expanding the DCFC network in Vermont. A critical goal in deploying these funds is to ensure the installation of DCFC stations in specified locations along priority highway corridors. The DCFC stations are expected to provide quick, convenient, and reliable charging and allow an EV driver to travel along transportation corridors in Vermont without experiencing range anxiety. These charging stations may also be used by motorists traveling locally who cannot charge at home or at work.

This RFP seeks to expand the existing DCFC network in Vermont through public-private partnerships. Specifically, the successful applicant will provide at least a 20% match to the funding provided by the State. Using the funds from the VW Settlement, supplemented by VTrans park and ride funds, DHCD seeks to award a grant to a single applicant (an individual or team) to build DCFC stations within the eleven priority locations and four optional priority locations identified in Table 1 and shown in Appendix D. Bids involving a team must identify a single primary grantee who will be fully accountable for complying with the terms and conditions of a grant with the State. This RFP is a competitive solicitation for proposals for the development, installation and operation of DCFC and Level 2 stations in these 11 required and 4 optional locations on Vermont's highway corridors.

**2.3 Definitions:**

• **EV Corridor:** A group of EV charging sites along a designated section of road and/or interstate highway for the purposes of this RFP.

• **Priority Location:** A defined geographic area located along an EV Corridor that has been designated in the RFP which the State seeks to have a DCFC site developed and operated.

• **Optional Priority Location:** Additional locations beyond the required eleven priority communities that have been identified in Table 1 and maps in Appendix D.

• **Host Site:** A specific geographic location on a specific property at which the property owner consents to host EV chargers accessible to the public along an EV Corridor.

• **Charging Station:** A place where an EV owner may charge their EV battery. A Charging Station is located at a Host Site and will have multiple units or plugs in order to allow more than one EV to charge at a time.

• **Chargers/Charging Unit:** An individual dispenser for use in delivering electricity to charge an EV battery. Each Charging Station in this RFP is required to have multiple charging units meeting the specifications described herein.

• **Direct Current Fast Charger:** (also referred to as a DCFC) Is a type of EV charger capable of rapidly charging EV batteries, using direct current. DCFC must be able to provide at least 150 kW charging to a single vehicle in locations this RFP identifies as Tier 1 and at least 50 kW in locations this RFP specifies as Tier 2 and Tier 3.

• **Level 2 Charging Station:** Is a type of EV charger that uses 240-volt power to recharge an EV's battery system.

• **Maintain:** Provide all needed repairs or desired and approved alteration, as well as regular maintenance needed to ensure optimal performance and minimize downtime.

**2.4 Project Goals and Objectives**

This solicitation seeks proposals that will complete the installation of DCFC electric vehicle charging stations, within 24 months of the award date of the grant, at eleven (11) priority locations along certain transportation corridors as indicated in Table 1, below. At three of these eleven (11) priority locations, the host sites are predetermined. At the remaining eight (8) priority locations, the host sites remain to be determined (TBD) and must be proposed by the applicant in the bid or subsequently during the grant period. Applicants may also propose one or more of the optional priority locations identified in Table 1 and further defined in the Maps of Appendix D. Proposals to develop and operate less than all the required priority locations listed in Table 1 will not be considered in this RFP.

The selected applicant will be expected to install, operate, and maintain the charging stations for not less than a seven-year period under the terms of a grant with the State.

**Funding Eligibility**

Awards made under this RFP may only be used to cover costs that are eligible for the use of VW Trust Funds, which as it relates to this RFP are those costs "necessary for, and directly connected to, the acquisition, installation, operation and maintenance of new EV charging stations available to the public." The award funds may be used to cover up to 80% of the eligible project costs on government and non-government owned property. The successful applicant must contribute at least 20% cost share towards this project.

**Distribution of Grant Funds:** The Agency shall make payment to the Grantee for completion of each site upon the Agency's receipt, review, and approval of the following information for ("Final Report"):

- A written narrative demonstrating that each of the Project elements described in the Project Description was completed in compliance with the Agreement; including an explanation of the warranty of the unit;
- A detailed budget report listing all income and expenses for Project-related activities and demonstrating that the total requested reimbursements do not exceed the approved total project cost or conflict with costs allowed to be covered under the VW Environmental Mitigation Trust;
- Copies of invoices, receipts, and canceled checks for all Project expenditures; Each invoice must include a clear breakdown, by task where appropriate, indicating the entity that performed work; the date and nature of the work.
- Color photographs of all the completed Project elements described in the Project Description
- Proof of site registration with the National Renewable Energy Lab's Alternative Fuels Data Center database.
- A statement from the Grantee's signatory certifying that the contents of the Final Report are true and accurate;
- A completed EVSE program survey, upon completion of the final site.

**Park and Ride Funding Requirements**

The following additional eligibility requirements apply to the $281,494 in state park and ride funding that VTrans is contributing to this project:

- This funding may be used only for the state and municipal park and ride priority locations identified in Table 1, above—specifically, the Springfield state park and ride facility and the Wilmington municipal park and ride facility. The applicant's budget must first apply this park and ride funding to the Springfield site. The applicant may apply any remaining park and ride funding to the Wilmington site. If an applicant proposes to exhaust this park and ride funding at one or both park and ride facilities, the applicant may budget a portion of the VW funding supporting this RFP to completing the projects at these host sites.
- The EVSE at the Springfield facility shall require a total of three parking spaces designated for charging vehicles, with all EVSE located outside the parking area.
- Use of the Springfield facility shall require the payment of fair market value (FMV) rent to VTrans through a lease agreement with VTrans that contains the State's standard terms and conditions. VTrans has determined that FMV rent for use of the Springfield facility for these purposes shall be $1,000 per year for the first seven years. The rental payments may not come from VW settlement funds or VTrans park and ride funds. The lease will specify where in the Springfield facility the EVSE shall be located and how the EVSE shall be constructed, operated, and maintained without disrupting the use of the facility. The lease will require the applicant to be responsible for the ownership and maintenance of the chargers.
- Applicants must acquire an access permit for use of the Springfield facility pursuant to 10 V.S.A. § 1111.
- All state park and ride funds must be obligated by DHCD by the end of June 2020.
- Applicants interested in siting EVSE at any other state park and ride facility, regardless of funding source, must obtain VTrans' prior written approval.

**Eligible Costs**

The costs of the following items will be eligible for reimbursement using the funds administered under this RFP (subject to the cost share requirements and the proposed bid):

• DCFC units (one CHAdeMO connector and one SAE CCS J1772 connector on each DCFC unit), power conversion hardware, and associated equipment

• Level 2 chargers

• Reasonable utility upgrades such as transformers and extensions

• Other hard costs (concrete, conduit, wire, signage, bollards, etc.) directly related to the installation of the chargers

• Design, engineering and permitting

• Shipping of equipment

• Personnel costs for site design, site preparation, and installation (complete site design is not required for RFP)

• Equipment and materials necessary to construct, operate, and maintain the proposed charging stations

• Warranty, software, and one-time cloud service purchases for the charging equipment

**Non-Eligible Costs**

The costs of the following items or activities ARE NOT eligible for use of the VW funding under this RFP, (i.e., if applicant's elect to incur these costs, the costs will not be eligible for reimbursement from the funds awarded through this RFP):

- Purchase or rental of real estate
- Other capital costs (e.g., construction of buildings, parking facilities, etc.)
- Cost of solar installation, energy storage, and related equipment
- General maintenance of the site in which the EVSE is located
- Electricity costs
- Administrative costs

EVSE that are mandated to be installed and operated under federal, state, or local requirements or previously required by private contract may not be the subject of a proposal submitted in response to this RFP.

**2.5 Technical & Financial Resources & Assistance**

Individual technical assistance on EV charging equipment, installation, and siting is also available through Drive Electric Vermont. They are available to help answer questions, provide guidance, and discuss EV market conditions in Vermont, including information on the number and types of EV's registered.

Electric utility providers may offer benefits and support for EVSE. Applicants must contact electric utility providers identified in Appendix E to verify electric capacity to serve EVSE.

Green Mountain Power (GMP) may be willing to support applicants by installing make-ready infrastructure for locations identified in the RFP that are within their service territory. Please contact Graham Turk from GMP for additional details: Graham.Turk@greenmountainpower.com or 802-363-6258.

Vermont Public Power Supply Authority (VPPSA) serves eleven municipal electric utilities, including; Ludlow, Johnson, and Enosburg Falls. (A complete list of VPPSA members is on their website.) Please contact Melissa Bailey with questions regarding EVSE deployment in these municipal utility territories: mbailey@vppsa.com or 802-882-8509.

Projects may also be eligible for off-site directional signs according to the Vermont Agency of Transportation (VTrans) installation policy. For more information, contact Kristin Driscoll at VTrans: Kristin.Driscoll@vermont.gov or 802-424-6338.

Low-interest loans up to $100,000 are available to support match and reimbursement costs for publicly accessible EVSE through the Vermont Economic Development Authority. Learn more here.

## SECTION 3 – SCOPE OF WORK

### 3.1 Overview and Objectives

The Department of Housing and Community Development (DHCD) seeks a qualified applicant or team to provide and install direct current fast charging (DCFC) and Level 2 stations within a 24-month period and to provide associated operations, maintenance, and management services for a seven-year period.

### 3.2 Primary Project Requirements and Tasks

The applicant selected through this RFP will be responsible for providing Electric Vehicle (EV) DCFC and Level 2 hardware, installation services, maintenance, network operations, and ongoing provision of EV charging services to consumers at selected host sites within 11 specified priority communities in Vermont. The scope of work includes equipment and infrastructure to install and operate DCFC and Level 2 stations; site selection, design, engineering, construction, and installation of the specified charging stations; network operations; and maintenance and support through the performance period. Task objectives, deliverables, timelines, technical specifications, and requirements are outlined in each section.

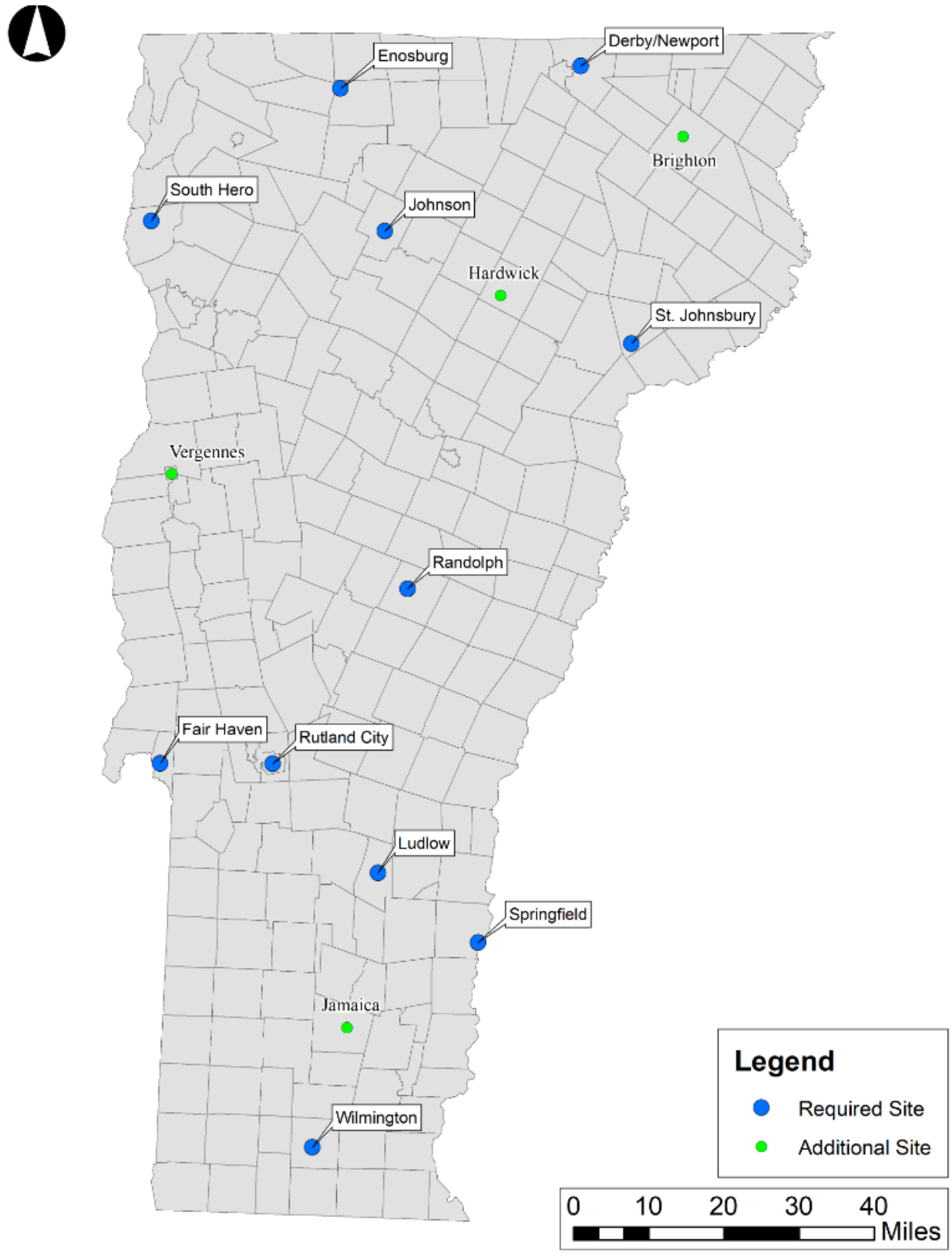
**DHCD will initiate a grant with the selected applicant to deliver the project. This work includes, but is not limited to, the following primary tasks:**

**<u>Task 1: Site Selection and Requirements:</u>**

**Corridor and Site Locations**

The EV charging stations solicited through this RFP will be located in the priority locations shown in Figure 1 and Table 1 and further defined in the Maps in Appendix D. Applicants must work with site hosts to determine the exact locations of the EVSE.

**Figure 1:**


Enosburg
Derby/Newport
Brighton
South Hero
Johnson
Hardwick
St. Johnsbury
Vergennes
Randolph
Fair Haven
Rutland City
Ludlow
Springfield
Jamaica
Wilmington
Legend
Required Site
Additional Site
0 10 20 30 40
Miles

| Required Priority Locations | | | | | | |
|---|---|---|---|---|---|---|
| **Table 1: Charging Site ID & Location Charging Site #** | **Tier** | **Site** | **Highway** | **Designated Community** | **DCFC Requirements** | **Level 2 Requirements** |
| **1** | 1 | Site TBD* | I-91 | Derby/Newport | Two dual port 150 kW charging units | One dual port Level 2 charging unit |
| **2** | 1 | Site TBD* | I-89 | Randolph | Two dual port 150 kW charging units | One dual port Level 2 charging unit |
| **3** | 1 | Site TBD* | Rt 4 & Rt 7 | Rutland | Two dual port 150 kW charging units | One dual port Level 2 charging unit |
| **4** | 1 | State Park and Ride at Exit 7* | I-91 | Springfield | Two dual port 150 kW charging units | One dual port Level 2 charging unit |
| **5** | 1 | Site TBD* | I-91 | St Johnsbury | Two dual port 150 kW charging units | One dual port Level 2 charging unit |
| **6** | 2 | Site TBD* | Rt 105 | Enosburgh | Two dual port 50 kW charging units | One dual port Level 2 charging unit |
| **7** | 2 | Site TBD* | Rt 4 & 22A | Fair Haven | Two dual port 50 kW charging units | One dual port Level 2 charging unit |
| **8** | 2 | Site TBD* | Rt 15 | Johnson | Two dual port 50 kW charging units | One dual port Level 2 charging unit |
| **9** | 2 | Site TBD* | Rt 100 | Ludlow | Two dual port 50 kW charging units | One dual port Level 2 charging unit |
| **10** | 2 | Site TBD* | Rt 2 | South Hero | Two dual port 50 kW charging units | One dual port Level 2 charging unit |
| **11** | 2 | Municipal Park and Ride at South Main Street* | Rt 100 & Rt 9 | Wilmington | Two dual port 50 kW charging units | One dual port Level 2 charging unit |

| Optional Priority Locations | | | | | | |
|---|---|---|---|---|---|---|
| **Table 1: Charging Site ID & Location Charging Site #** | **Tier** | **Site** | **Highway** | **Designated Community** | **DCFC Requirements** | **Level 2 Requirements** |
| **12** | 3 | Site TBD* | Rt 105 & 114 | Brighton | One dual port 50 kW charging unit | One dual port Level 2 charging unit |
| **13** | 3 | Site TBD* | Rt 14 & 15 | Hardwick | One dual port 50 kW charging unit | One dual port Level 2 charging unit |
| **14** | 3 | Site TBD* | Rt 30 & 100 | Jamaica | One dual port 50 kW charging unit | One dual port Level 2 charging unit |
| **15** | 3 | Site TBD* | Rt 22A | Vergennes | One dual port 50 kW charging unit | One dual port Level 2 charging unit |

***Note: * All sites must be within the defined geographic areas depicted on the respective maps provided in Appendix D.***

**Applicants must bid to develop and serve all required priority locations listed in Table 1 (above), together as a package and submit one cost in their proposal.** Applicants may also propose additional options above the minimum listed requirements related to the quantity and capacity of charging units at each location, which must be accompanied by an explanation in the Proposal Narrative and in the Project Cost Proposal Form (Appendix B). Applicants may also propose one or more of the optional priority locations identified in Table 1 and further defined in the Maps of Appendix D. Proposals to develop and operate less than all the required priority locations listed in Table 1 will not be considered in this RFP.

**Host Site Agreement**

DHCD, in coordination with the EVSE Interagency Workgroup, must review and approve all host site locations before final selection (where such approval shall not be unreasonably withheld).

The applicant shall describe the process of developing the Host Site Agreement with anticipated time frame for completion and execution of the Agreement. Discuss any terms and conditions unique to the identified sites, include a sample Host Site Agreement as an attachment to the proposal.

The applicant's Host Site Agreement should, at a minimum, include:

- Seven 7-years of operation and maintenance of the EV Charging Station(s); and a continuity of operation and maintenance provision, beyond the initial seven 7-year period.
- A disposition plan for the EV Charging Station(s) in the event the Host Site Agreement is terminated.
- A provision regarding the Grantee's legal right to own and operate the EV Charging Station(s) at the host site.
- Be executed by all individuals who have the legal power and authority to enter into a Host Site Agreement; and identify the name, title and capacity on behalf of the entity represented.

**Electrical Supply**: Station sites must have access to existing, nearby utility power required to meet the minimum required station specifications. Include documentation regarding utility engagement, electrical capacity for each site, expected necessary infrastructure upgrades, and proposed utility rates.

**Task 2: Design**

The selected applicant will be expected to be in frequent contact with DHCD as site selections are solidified. All final site locations must be agreed upon by the EVSE Interagency Workgroup and approved in writing by DHCD.

For any or all charging stations not specifying an exact location (as identified in Table 1), describe the location and provide the address of each proposed station site along the corridor including proposed alternate sites as appropriate (e.g. primary site within a community along with any backup sites). For proposed sites, discuss why the station site was selected and the benefits it brings to EV drivers and Vermont's network of DCFC stations. Discuss nearby amenities, walkability, and what is available to a driver at or near the site. For each station site including alternate sites, include an aerial photo of the proposed station site and a labeled site plan that identifies equipment, dedicated parking spaces, nearby amenities, and area for future expansion.

Where possible, proof of access to a proposed station site should be shown by evidence of property ownership, a lease, or a letter from the property owner indicating permission or commitment to good faith negotiations. Applicants should clearly describe any existing relationships or agreements that will facilitate access to the property.

**Configuration:** The charging stations will be configured as follows:

- A minimum of three dedicated parking spaces for all required priority locations and two dedicated parking spaces for the optional priority locations.
- Will be accessible 24 hours a day seven days a week.
- All required priority locations must have two DCFC units per location each with dual ports (one CHAdeMO and one SAE CCS Combo), each with a dedicated parking space. At least one auxiliary dual Level 2 charger shall also be installed with a dedicated parking space and within reach of either of the two dedicated DC Fast Charger parking spaces.
- All optional priority locations must have one DCFC unit per location with dual ports (one CHAdeMO and one SAE CCS Combo), with a dedicated parking space. At least one auxiliary dual Level 2 charger shall also be installed with a dedicated parking space and within reach of the DC Fast Charger parking space. Two parking spaces that serve both the DCFC and Level 2 is sufficient.
- Must have nighttime illumination.
- Must have a level and well-maintained surface with parking striping preferred.
- Proposals must meet ADA requirements, and provide at least one ADA-accessible EVSE unless otherwise approved by the EVSE Inter-Agency Workgroup to address site-specific constraints. It is not necessary to designate the accessible EVSE exclusively for disabled users.
- Must provide on-site general EVSE service signage meeting specification listed in the Manual on Uniform Traffic Control Devices. See example here: http://mutcd.fhwa.dot.gov/resources/interim_approval/ia13/index.htm.

- Must provide on-site EVSE parking dwell-time management sign(s) meeting specifications listed in the Manual on Uniform Traffic Control Devices, such as "no parking except for electric vehicle charging" (shown right), unless an equivalent is otherwise approved by the EVSE Interagency Workgroup to meet site-specific needs. To ensure equipment availability, EVSE software may also include dwell-time surcharges for vehicles that occupy the space after charging is complete.


- Parking and circulation design must allow vehicles to safely park front-to-back or back-to-front to accommodate charging port variations across different vehicles by providing cords that are long enough, unless otherwise approved by the EVSE Interagency Workgroup.
- Ground and wall-mounted equipment must be protected and placed to prevent physical damage to the control device (e.g. bollards and curbing).
- Equipment must be located so charging cords do not cross sidewalks or other pedestrian walkways that could create blockages, tripping hazards, or barriers to people with a mobility impairment or disability.

**Future Proofing:** Provide a description of "future proofing" design and construction for each station site. Describe the elements of your EVSE solution design that make it easy to scale the system with respect to charging stations, network service providers, and management services. In addition, describe the elements of your EVSE solution design that provides the flexibility to add a different vendor's hardware or switch network providers in the future, if necessary. Applicants are encouraged to include suggestions for innovative enhancements or changes where applicable. Estimated costs for future proofing each station site should be included on the applicable project cost form.

Where feasible, stations should be designed in a way that allows for future growth and expansion and include the electrical infrastructure necessary to enable an upgrade to a station with a higher kWh output at a minimal cost. Preference will be given to applicants who propose comprehensive and cost-effective future-proofing upgrade options or stations with kW charging levels above the required minimums. Proposed designs should address any unique characteristics of the individual station sites and applicants are encouraged to provide innovative options.

**Task 3: Installation and Equipment**

**Installation:** The selected applicant is responsible for complete installations at each EV Charging Site, to include:

- Obtaining all applicable local, state, and federal permits required for installation and operation of the EV charging station.
- Ensuring that all installation work as it pertains to site preparation, curbing, striping, signage, charging equipment, billing and networking systems, and electrical interconnections is installed:
  - consistent with the manufacturers' specifications
  - consistent with the project design proposed in the bid
  - in accordance with all applicable local, state and federal zoning, ROW and code requirements
  - so that it is working properly
- Coordinating the installation activities with the site host, the electric utility, and any sub-contractors needed to complete the work.

- Installation by a licensed electrician in accordance with all current National Electric Codes and the Vermont Electrical Safety Rules.
- Obtaining a Project Review Sheet Verification Form (Appendix C) or project review sheet from the Agency of Natural Resources and obtain all necessary State and local permits.

**Equipment Requirements:** The selected applicant is responsible for ensuring that each charging station meets the following criteria:

- Is new, and unused (not refurbished / remanufactured); and of the most current technology available as of the proposal submission due date for this RFP.
- Includes all cables, connectors, interfaces, documentation for all components, and any other items necessary for full operation at the host site.
- Is factory calibrated (as applicable) prior to, or during installation, in accordance with the Original Equipment Manufacturer (OEM) standards.
- Includes all standard manufacturer accessories.
- Is using the most current software version available as of the time it is installed.
- Must have network monitoring for status (e.g. in-use, malfunction, etc.), fault reporting, energy consumption, and usage patterns.
- Must use an open standard protocol to ensure EVSE hardware is not "locked" to a single service provider in perpetuity. If the proposed equipment is not utilizing Open Charge Point Protocol (OCPP), your proposal must thoroughly explain how you are meeting this RPF's open standard protocol requirement.
- May not require payment of a subscription fee or membership to use the EVSE.
- Has the ability to stop the flow of power when not in use; and should have over-current protection to prevent vehicles from drawing too much power.
- Is able to withstand extreme weather conditions, including; temperature extremes, flooding, ice, heavy snow or rain, high winds, and is protected from malfunctions due to condensation.
- Includes barriers or other configuration to prevent damage from equipment used for snow removal.
- Includes screen displays that are user friendly and easy to operate (display should be LCD, LED or equivalent, or better, and should be readable in direct sunlight and at night).
- Is tamper-proof and deters vandalism.
- Complies with all National Electrical Code and Federal Communications Commission regulations for safety and operation requirements.
- Is accessible to all members of the public.
- Must demonstrate coordination with electric utilities to ensure that there is enough capacity on the local circuit and that the applicant understands potential bill impacts, especially related to demand charges. Applicants are encouraged—but not required—to work with the relevant distribution utility to review and enable control functionality during grid peak events without materially impacting duration of charge.

**Direct Current Fast Charge (DCFC) Equipment Standards:**

- At least two (2) plug connectors per charging unit that service two (2) parking spaces for required priority locations and one (1) parking space for optional priority locations must be provided.
- For Tier 1 sites (sites 1, 2, 3, 4 & 5), the DCFC station must be capable of providing at least 150 kW charging for a single vehicle.

- For Tier 2 sites (sites 6, 7, 8, 9, 10 & 11), the DCFC station must be capable of providing at least 50 kW charging for a single vehicle.
- For optional Tier 3 sites (sites 12, 13, 14 & 15), the DCFC station must be capable of providing at least 50 kW charging for a single vehicle.
- The DCFC station must have the capability to process a credit card through either a chip or swipe reader.
- The DCFC station must be networked (connected to a network via Wi-Fi, cellular, or other connection using multiple carriers). Applicants must clearly state how potential network security concerns will be prevented, addressed, and managed.
- The DCFC station must have reasonably proximate 3-phase power available.
- Each charging units must be dual-protocol with both CHAdeMO and SAE Combined Charging System (CCS) connectors. (Tesla Motors has developed a CHAdeMO-to-Tesla adapter).

**Level 2 Equipment Standards:**

- Each charger must provide at least two (2) plug connectors that service two (2) parking spaces. One of these spaces may serve both Level 2 and DCFC.
- Chargers must meet Society of Automotive Engineers (SAE) J-1772 standard for EV charging plug connector and operational requirements.
- Chargers must have modular field serviceable parts, particularly for cord and J1772 connector, including a minimum cord length of 18 feet and a cord management system to keep cords off the ground and comply with National Electric Code (NEC) article 625.
- Chargers must have charging amperage from 16-80 Amps.

**Task 4: Operations, Data, Maintenance and Customer Service**

**Operations:**

- For each proposed station site, include specification sheets for related equipment.
- Networked operation of each charging station for at least seven (7) years from the date the last of the eleven required stations developed under this RFP becomes fully operational, in accordance with the terms of the grant resulting from this RFP.
- Ensure payment of all operating costs including, but not limited to; royalties, licenses, fees, taxes, revenue sharing, utilities, and electric power supply for the charging equipment and supporting elements, such as area lighting.
- The costs for any fee based EVSE must be easy to understand with fees fully disclosed to the consumer prior to initiation of a charging session.
- Applicant must disclose a fee schedule that accounts for expenses associated with the equipment; including any anticipated fee escalation during the 7-year period of minimum operation. The schedule must be presented in both a rate per kilowatt hour for charging and the dollars per gallon gasoline fee equivalent. The proposed fee for charging will be considered in the evaluation of applications.
- Charging stations must include appropriate safety instructions for EV drivers regarding the proper use of the charging equipment.
- Charging stations are required to display real-time operational status on a smartphone application, either through a network-specific application or a third-party aggregator.

**Data Capture Requirements:** Each EV Charger should have network communications that, at a minimum, provide the following information about each charging transaction, at each charging location:

- Charging data such as date and time of usage (start and stop time) and accurate utilization rates.
- Total kWh dispensed and Total kW draw.
- Total revenue collected.
- Pricing Structure.
- Station status and health in real time.
- Number of days station was online and functionable.
- Malfunction or operating errors.
- Number of charging sessions.
- Total cost to operate each station.

Written commitment to provide usage data to the Department of Public Service at PSD.EVSEDataReporting@vermont.gov quarterly for seven years after the grant end period.

**Maintenance:**

- Ensure maintenance of the chargers including; cables, ancillary equipment, and any awnings, canopies, shelters and information display kiosks for signage associated with the charging station. Equipment shall be kept safe and presentable.

- Charging stations must have a minimum 5-year warranty.

- Charging stations must be operated, maintained, and available year-round 24 hours per day, seven days a week (including snow removal).

- The applicant shall address any issues such as, but not limited to, malfunctions and repairs. The applicant must propose a plan to ensure that the equipment at each EV Charging Station is operational at least 97% of the time based on a week of 24 hours a day and 7 days (no more than 5 hours cumulative downtime in a 7-day period) and include a schedule for regular inspection and maintenance of each charging station and all ancillary equipment. It is the responsibility of the applicant, and any successor-in-interest, to ensure the 97% uptime requirement is met. Any necessary repairs must be completed within 72 hours.

- The applicant shall include a written plan for station maintenance. This plan shall include a description of available technical resources, qualifications of personnel who will assist during maintenance events, expected response times, and any specific, foreseen challenges/barriers to maintenance and to meeting specified uptime requirements. The plan shall also provide a summary of planned maintenance activities by frequency and a communications strategy to keep DHCD informed about operations and maintenance activities. Preventative hardware maintenance and any necessary software upgrades shall be addressed within the proposed plan. Where necessary, the plan should note any special maintenance requirements unique to an individual station.

**Customer Support Services:**

Provide customer service support as follows:

- Be available 24 hours a day, seven (7) days per week, via a toll-free telephone number posted on or near the EV Charging Station, that is clearly visible to the customer.

- Provide customer support for the duration of the grant term.
- Resolve customer issues over the telephone, or dispatch service personnel to the host site as needed to resolve the issue.
- Have the ability to perform remote diagnostics and the ability to initiate a charging session remotely (remote start).
- Provide customers with immediate assistance.

**Task 5: Performance Measures**

**Project Deliverables**

The selected applicant will be responsible for timely completion of all requirements specified in the Scope of Work. Specific requirements and deliverables to be completed by the applicant may include, but are not limited to, the following:

- Installation of EV charging stations at 11 required charging sites and any proposed additional charging sites.
- Operations, maintenance, and customer service for the 11 required sites and any proposed additional charging sites for a seven-year term.
- Preparation and delivery of quarterly reports.

The proposal must describe the planned timeline for completing all tasks identified in the RFP. The agreement between DHCD and the selected applicant will include milestones reflecting the timeline for implementation and the applicant will be expected to complete the tasks within the time frame established in the executed agreement. The applicant is responsible for providing DHCD with electronic copies of all reporting.

**Reporting**

Applicants shall submit an example of a quarterly report, to be generated throughout the duration of this grant agreement including, but not limited to; site selection progress, construction and installation, operations and maintenance, and data capture.

**SECTION 4 –PROPOSAL REQUIREMENTS**

**4.1 Project Organization and Staffing Requirements**

Proposals that include team arrangements must designate one party as the lead applicant. The personnel who are proposed shall be the actual grant administrators. The applicant must employ an open and competitive process for the solicitation of bids and the selection of contractors for the performance of any grant assisted work.

**4.2 Submittal Requirements**

Proposals must be delivered to DHCD by the due date and time specified in Section 1.3 of this RFP to the attention of the designated contact person specified in section 1.2. Proposals must be sent via e-mail to sharon.welch@Vermont.gov, with the subject line: **Response to "RFP-Fast Charging Vermont Highway Corridors."**

The proposal submission must include one (1) signed electronic copy of the complete proposal.

DHCD reserves the right to reject any proposal that does not meet the above requirements.

**4.3 Format Requirements**

Proposals will be evaluated for adherence to the following format requirements:

- Each page should state the page number, the name of the applicant, and the RFP Name/Number.
- Unnecessary attachments (i.e., any attachments beyond those sufficient to present a complete, comprehensive, and effective proposal) will not influence the evaluation of the proposal.

**4.4 Content and Organization Requirements**

The proposal must include the following contents, which should be presented in the following order:

**1. Proposal Cover Sheet Form**

Include a completed, signed Proposal Cover Sheet Form, which is provided in Appendix A.

**2. Letter of Transmittal / Letters of Commitment**

- Include a brief Letter of Transmittal, on company letterhead, signed by an appropriate officer of the lead applicant who is authorized to execute a grant agreement.
- If the proposal involves any subcontractors, include a letter of commitment from each subcontractor, signed by an appropriate officer of the subcontractor who is authorized to execute a grant agreement.

**3. Table of Contents**

**4. Introduction**

- Summarize understanding of the services requested in the RFP and proposed approach to fulfilling the requirements of this RFP.
- Briefly describe the proposed project team and qualifications.

**5. Statement of Work**

- ***Overview:*** Provide an overview of the proposed approach. Describe how the project is to be implemented to fulfill the objectives of the RFP, as specified by DHCD, and the requirements of the Scope of Work (Section 3).
- ***Task by Task Project Implementation Plan:*** Specify the proposed project implementation plan for accomplishing each individual task specified in the Scope of Work (Section 3). Each task-specific plan should outline the approach to the task and specify the relevant methods and deliverables.
- ***Schedule and Deliverables:*** Provide a chart or outline detailing the proposed schedule for the project, including proposed timelines for each task and associated deliverables or reports. Applicants should note issues or conditions that will need to be resolved before the project can begin and highlight barriers that could delay the proposed timeline. All stations must be complete within 24 months of grant execution. Proposals with timelines beyond 24 months must provide a rationale for the extended timeline.

**6. Staffing, Management and Qualifications**

- ***Overview:*** Briefly describe the overall staffing plan and management approach to the project, including coordination with subcontractors where applicable.
- ***Organizational chart:*** Provide an organizational chart of the proposed team for the project. The chart should identify key team members, their project roles, and illustrate relationships between the individual

staff and the organizations (DHCD, the Grantee, and any subcontractors) and clearly indicate the primary point of contact for DHCD.

- ***Individual qualifications:*** For key staff members that are identified in the bid, please provide a brief narrative that describes the individual's role on this project and a summary of his or her relevant skills, qualifications, experience and expertise, including previous similar projects completed.
- ***Corporate qualifications:*** Describe the corporate qualifications of the lead applicant, including brief descriptions of past experience on grants or contracts of similar scope and size; provide a client name and grant/contract value for each and describe how the work is relevant to the current RFP. Provide the same information for each subcontractor. Prior EV charging station development experience (i.e. number of years, number of stations / sites developed, duties, locations, etc.) should be clearly indicated. Results from past projects should be highlighted.
- ***Financial capability:*** Describe the bid team's financial capacity to pay for the equipment investments, labor and other costs associated with the project and the lead applicant's prospects for financial sustainability generally. Disclose and provide details regarding any bankruptcy petition (whether voluntary or involuntary), receivership, insolvency event, or similar adverse financial circumstance suffered or incurred by the applicant (or any predecessor entity) within the three-years preceding the date of submission of this proposal as well as any pending or expected. Disclose and provide details regarding any litigation, arbitration, or administrative proceedings involving applicant within the three-years preceding the date of submission of this proposal, as well as any pending or expected, in which the amount claimed or adjudged against applicant exceeded $50,000. Upon request, in order to provide DHCD with the ability to judge the applicant's financial capacity and capabilities to undertake and successfully complete the grant, the applicant may be required to submit two-years of certified financial statements that include a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the applicant's most recent fiscal year.

As described above, disclose judgments, pending or expected litigation, or other real potential financial reversals, which might materially affect the viability or stability of the applicant's organization; or certify no such condition is known to exist.

The applicant may clearly mark documents containing business sensitive information and submitted in connection with the proposal as "Confidential Business Information" and should be prepared to substantiate a claim of confidentiality.

**7. Budget/Cost Proposal**

- ***Cost Information:*** Provide a fixed-price bid for delivering the project.
- ***Narrative:*** Provide a detailed explanation of the project budget with a clear description including the quantity and specifications of DCFC and Level 2 units and associated equipment, warranties for equipment, utility upgrades, hard costs like concrete and conduit, design and engineering, permitting, project management, and shipping of equipment. The narrative should clearly explain the applicant's cost share funds for the proposed project and where they come from. Applicants should indicate any other funding sources that will be used for this project and describe any plans to attract additional funding, if applicable. List all project-specific grant funds received or committed to date, whether from public or private sources, including all applications for funding pending with other entities.
- ***Project Cost Proposal Form:*** Provide a completed Project Cost Proposal Form (Appendix B) detailing the breakout of costs, including: equipment and material costs; installation costs (including necessary

electrical infrastructure upgrades); operation costs (where applicable); costs for any subcontractors; other direct costs; and total costs. All related expenses must be included and itemized on this form; any costs not included on this form may be disallowed for reimbursement through this grant.

**8. Appendices**

**Appendix A – Proposal Cover Sheet**

**Appendix B – Project Cost Proposal Form**

**Appendix C –Project Review Sheet Verification Form**

**Appendix D – Maps**

**9. Additional Attachments**

• **References**: Provide a list of references for the lead applicant and any subcontractors included in the bid. At least three (3) references must be provided for each organization included in the bid. For each reference, please provide current contact information (name, company, telephone number, and email address) and a brief description of the work conducted for the reference and its relevance to the current RFP. The State reserves the right to contact any references provided by the applicant.

• **Host Site Agreement:** Provide a sample Host Site Agreement.

**SECTION 5 – PROPOSAL EVALUATION AND AWARD**

Proposals that are received by the submission deadline and that meet the requirements established in the RFP will be reviewed and evaluated by the EVSE Interagency Workgroup. The EVSE Interagency Workgroup reserves the right to decide whether a proposal is or is not acceptable in terms of meeting the requirements of this RFP and to accept or reject any or all proposals received.

In evaluating proposals, the EVSE Interagency Workgroup reserves the right to take any of the following steps, with respect to either all of the proposals received or to a subset of proposals selected as superior to the others: (1) consult with prior clients on the performance of the applicant or of particular persons proposed for this bid; (2) schedule presentations or interviews with representatives of the applicant or persons proposed for the project; (3) conduct a review of past performance, including a review of reports, analyses, or other materials that would reflect the applicant's performance; and (4) request additional data or supporting material.

**5.1 Evaluation Criteria**

| In evaluating proposals submitted in response to this RFP, the EVSE Interagency Workgroup will use the following criteria, which are described in subsequent paragraphs: Scoring Category | Maximum Points Available |
|---|---|
| **1. Project Budget/Cost** | 20 |
| **2. Staffing, Management and Qualifications** | 20 |

| | |
|---|---|
| **3. Statement of Work and Project Schedule** | 25 |
| **4. Station Locations and Access to Amenities** | 25 |
| **5. Innovation and Creativity** | 10 |
| **6. Overall Quality and Responsiveness** | 10 |
| **7. Optional Priority Locations** | 10 |
| **Total** | **120** |

**1. <u>Project Budget/Cost</u> (20)**

- Are appropriate resources being devoted to the individual tasks and sub-tasks?
- How does the total bid price compare to other comparable proposals?
- Is the proposed budget consistent with the proposed Statement of Work?
- Are the budget/cost forms filled out completely and accurately?
- Is the source, type, and amount of cost share funds appropriate?
- Is there adequate supporting data and documentation to validate budget accuracy?

**2. <u>Staffing, Management and Qualifications</u> (20)**

- Is the proposed project staffing plan clear, well-defined and appropriate to the substance and scope of work?
- How qualified are the proposed personnel in terms of skills, expertise, and experience relevant to this particular project?
- How qualified are the proposed organizations (lead applicant and subcontractors) in terms of demonstrated experience and capacity to execute this type of project?

**3. <u>Statement of Work and Project Schedule</u> (25)**

- Does the Statement of Work present a comprehensive, sound approach for accomplishing the requirements of this RFP?
- How soon does the bid propose to install and make operational the first station or stations, and how long will it be until all stations are operational?
- Is the proposed timeline sensible, reasonable and likely to be met?
- Does the proposal demonstrate a clear understanding of the project and expectations for this specific initiative?
- Does the Statement of Work reflect best practices in project management and delivery?

**4. Station Locations and Access to Amenities (25)**

- Are the locations proposed at high use areas that would encourage use by EV drivers?
- Are the proposed locations in areas that readily serve the subject corridor?
- Do all the stations have access to amenities that are easily walkable?
- Is the charging network customer friendly, easy to access and use?

**5. Innovation and Creativity (10)**

- Does the proposal have innovative business models that reduce installation and equipment costs or reduced operations or maintenance costs?
- Does the proposal incorporate creative future proofing strategies providing flexibility to add additional equipment and minimize future costs?
- Does the proposal have measures that reduce or manage utility demand charges to offset on-peak electric utility usage?
- Are there strategies to market and encourage use of the EVSE charging network?

**6. Overall Quality and Responsiveness (10)**

- What is the overall quality of the proposal submission, including but not limited to: completeness, clarity, attention to detail, adherence to instructions and requirements and lack of errors?
- Does the proposal reflect and respond to the specific attributes of the project and the priorities for the project?
- Does the proposal include adequate supporting documentation and data to validate the project as proposed?

**7. Optional Priority Locations (10)**

- Does the proposal include any of the optional priority locations?

### 5.2 Award

DHCD will notify all applicants of the award decision by email. The anticipated award date is specified in section 1.

The EVSE Interagency Workgroup reserves the right to negotiate the final terms and conditions of the grant award with the selected applicant whose proposal is chosen, and to reject any proposal from an entity with whom EVSE Interagency Workgroup cannot agree to terms and conditions meeting the needs of the program.

## SECTION 6 – GENERAL INFORMATION

### 6.1 Grantee Responsibilities

The selected applicant will be responsible for adhering to the following requirements:

**Project Personnel:** Grantee will provide written notice to DHCD of changes in the assignments and contact information of key personnel working on the project.

**Monitoring:** Grantee shall monitor the activities covered by the subsequent grant agreement, including those of vendors and subcontractors, to assure that all program requirements are being met. The Grantee is responsible for all the requirements and deliverables outlined in this RFP.

**6.2 RFP Process – Reservation of Rights**

The EVSE Interagency Workgroup reserves the right to cancel or extend the RFP process at any time, reject any and all submissions in response to this RFP with or without cause, to waive technicalities in submissions, to make purchases outside of this award where it is deemed in the best interest of the State, and to obtain clarification and additional information.

**6.3 Confidentiality**

After conclusion of the grant agreement process, proposals are a matter of public record. If an application includes material considered by the applicant to be proprietary and confidential under 1 V.S.A., Chapter 5, the application shall clearly designate the material as such and explain why such material should be considered confidential. The Vendor must identify each page or section of the proposal that it believes is proprietary and confidential with sufficient grounds to justify each exemption from release, including the prospective harm to the competitive position of the applicant if the identified material were to be released.

Under no circumstances shall the entire proposal be designated as proprietary or confidential. If the vendor marks portions of the proposal confidential, the vendor shall provide a redacted version of the proposal for release to the public. Notwithstanding the above, the Secretary of State has an independent obligation under Vermont law to determine whether any proposal material is subject to public inspection and copying upon request, which may include material that has otherwise been designated as proprietary and confidential by the vendor. The vendor's designation of material as proprietary and confidential, and submission of a redacted proposal, are provided to the Secretary for informational purposes in the event the Agency receives a public records request and will not result in withholding of materials by the Secretary unless expressly supported by Vermont law.

**6.4 Termination of Grant**

Termination of the agreement by DHCD is governed by the grant agreement.

**Appendices:**

Appendix A – Proposal Cover Sheet Form

Appendix B – Project Cost Proposal Form

Appendix C – Permit Verification Form

Appendix D – Priority Location Maps

Appendix E – Vermont Electric Utility Providers